



**Jim Doyle, Governor**  
Mary P. Burke, Secretary

## Wisconsin Department of Commerce, Bureau of PECFA

### Bid Document

#### SECTION 1 - Scope of Work

The Bureau of PECFA is seeking competitive bids to perform remedial services for a petroleum release from a regulated petroleum product storage tank system. This bid is for a specified work scope. The site upon which bids are being solicited is:

**Bid Round:** 45  
**Comm #:** 54235-1703-25  
**BRRTS #:** 02-15-305029  
**Site Name:** North Shore Bank  
**Site Address:** 225 N 5th Ave, Sturgeon Bay, 54235  
**Site Manager:** Kristin DuFresne  
**Address:** 2984 Shawano Ave  
**City, State Zip:** Green Bay, WI 54307-0448  
**Phone:** 920-662-5443  
**e-mail:** kristin.dufresne@wisconsin.gov  
**Bid Manager:** Robert H. Klauk  
**Address:** 2129 Jackson Street  
**City, State Zip:** Oshkosh, Wisconsin 54901-1805  
**Phone:** (920) 424-0046  
**e-mail:** Robert.Klauk@Wisconsin.Gov

<b>Bid-Start Date:</b>	<b>September 18, 2006</b>
<b>Questions must be received by (See Section 2 (B)):</b>	<b>October 02, 2006, 4:00 PM</b>
<b>Responses will be posted by (See Section 2 (B)):</b>	<b>October 20, 2006</b>
<b>Bid-End Date and Time:</b>	<b>November 03, 2006, 4:00 PM</b>

The case file, including report(s) and other pertinent information, for which bids are being sought, are available for review at the Site Manager's location listed above. Please contact the Site Manager for an appointment to review the file.

Copies of report(s) and other pertinent information are available for purchase at the location listed below. If pertinent information is not available, please contact the Site Manager.

**Digital Printing Innovations, 304 High Ave, Oshkosh, WI 54901**

**Phone: (920) 235-1800**

**Fax: (920) 235-6449**

## **SECTION 2 – Site-Specific Bid Requirements**

### **A) Bid Manager Comments**

#### **1) General Comments:**

The North Shore Bank site is located at 225 North Fifth Avenue, Sturgeon Bay, in Door County. The site operated as a gasoline service station from 1950 to 1974. In July 1983, three 1,000-gallon underground storage tanks and associated piping were removed from the property. Two of the tanks held leaded gasoline and the third held unleaded gasoline.

Monitoring wells RMW-6, RMW-7 and RMW-9 were installed during an investigation of an off-site closed LUST site, Reliable Auto Sales,. Responsibility for these three wells was transferred to North Shore Bank in 2005. Monitoring wells MW-1 through MW-3 and piezometer PZ-1 were installed for the North Shore Bank investigation in 2002; monitoring well MW-10 and piezometer PZ-2 were installed in 2005. Historically, free product has been measured in monitoring wells MW-1, MW-3 and RMW-6. In February 2006, free product was measured in MW-1 at a thickness of 0.14 feet.

Dolomite bedrock is six to eight feet below ground surface (bgs). Shallow groundwater has been measured between 14 and 23 feet bgs in the site area. Generally, groundwater flow has been to the southwest.

#### **2) Minimum Remedial Requirements:**

One additional monitoring well and four additional piezometers are to be installed as part of the site investigation to further determine the extent of groundwater contamination. The groundwater monitoring well and two piezometers are to be installed in a nest to the south of piezometer PZ-2. The groundwater monitoring well is to be installed with a 10 foot screen at a depth of 22 feet bgs. The shallow piezometer is to be installed with a top of screen depth of 30 feet bgs and the deeper piezometer is to be installed with a top of screen depth of 50 feet bgs. Both piezometers are to have five foot screens.

The third piezometer is to be installed to the southwest of groundwater monitoring well RMW-7 with a top of screen depth of 30 feet bgs and a five foot screen.

The fourth piezometer is to be installed on the southwest corner of the intersection of Jefferson Avenue and North Fifth Avenue with a top of screen depth of 30 feet bgs with a five foot screen.

The specified well/piezometer depths are estimates. At the time of drilling, slight variations may be necessary in order to accommodate current groundwater elevations.

Free product measurement and abatement are to be conducted monthly in monitoring wells MW-1 and RMW-6 (absorbent socks are not to be used). Free product thicknesses are to be measured prior to each event. If free product measures less than 0.01 feet in thickness during two consecutive monthly visits, monthly abatement is to be discontinued and the wells are to be sampled.

Two quarterly rounds of groundwater sampling are to be conducted. Groundwater elevations are to be measured in all monitoring wells/piezometers prior to both sampling events. During the initial sampling event, groundwater samples from the new monitoring well and four piezometers must be laboratory analyzed for volatile organic compounds (VOCs) and lead. Samples from the existing monitoring wells/piezometers are to be laboratory analyzed for petroleum volatile organic compounds (PVOCs),

naphthalene and 1,2-dichloroethane. During the second quarterly sampling event, all monitoring wells and piezometers are to be analyzed for PVOCs, naphthalene and 1,2-dichloroethane.

Groundwater analytical results, free product data and groundwater elevations are to be reported in tabular format. Updated site and groundwater flow maps, that present the locations of the new well and piezometers, must be submitted to Commerce and DNR quarterly and as required in bid document section 2A(3) dictate. Please submit the results using the Commerce Web reporting application available at <http://commerce.wi.gov/ER/ER-PECFA-SiteReporting.html>.

Provide the DNR with soil boring logs, well construction reports and well development forms. Following the completion of monitoring activities, dispose of any soil cuttings, free product and purge water generated during site activities. Currently, one 55-gallon drum of free product is stored on-site. This drum is reported to be fifty percent full.

### 3) Reporting Timeframes:

Within 60 days of the Commerce notification of the maximum reimbursement amount, the responsible party (RP) must execute a written contract with one of the firms that submitted a bid. Failure to execute the written contract within this time will result in ineligibility of interest expenses incurred from the date of the reimbursement cap letter until a contract is executed and work commences at the site. Work must commence within 45 days of signing a contract. There are specific reporting requirements in Comm 47.70 to monitor the progress of activities at each bid site and there may be additional reporting requirements outlined above. The consulting firm that is contracted to complete the scope of work is required to report the progress of this site to Commerce electronically on the web site at each of the following points:

1. Within fourteen days of executing or terminating a contract with the RP.
2. Three months after entering into the contract with the RP.
3. Twelve months after beginning the work in the successful bid, unless the project is completed before that time (point 6 applies).
4. Twelve months after submitting the previous report (point 3), unless the project is completed before that time (point 6 applies).
5. No later than 10 days after encountering a change in circumstances (the list of circumstances is in Comm 47.70 (3)).
6. No later than 30 days after completing the work.
7. As directed by Commerce.

If Commerce determines that the consulting firm is failing to make adequate progress to complete the scope of work, Commerce will notify the RP and may reduce the reimbursement to accurately reflect the work completed.

### 4) Claim Submittal:

A claim must be submitted to Commerce within 120 days of submitting the report described in *Reporting Timeframe, point #6*. If a claim is not submitted by the deadline described above, interest costs from the date the report (point #6) is submitted to the date the claim is received will not be reimbursed to the claimant. Claim preparation costs must be included in the Total Bid Amount and is considered within the reimbursement cap.

## **B) Questions and Answers**

Questions, answers and interpretations will be considered an amendment of this solicitation. All questions must be submitted in writing (fax and electronic mail submittals are acceptable) to the Bid Manager identified in Section 1 of this solicitation. All answers and interpretations shall be in writing from the Bid Manager. Neither the PECFA program nor Commerce shall be legally bound by any amendments or interpretations that are not in writing. Bidders are not to contact other personnel located within the Department of Commerce/Bureau of PECFA concerning the site or the bid solicitation between the Bid Announcement Date and Bid End Date. No further questions will be addressed after the deadline for submitting questions identified in Section 1.

## **SECTION 3 - Conditions of Bid**

The successful bidder will be the entity that complies with all provisions of the bid and provides the lowest total cost, excluding interest, for the site-specific bid requirements described in Section 2. In preparing the bid, the bidder must assume compliance with all applicable codes, including, but not limited to, §Comm 46, §Comm 47, and §NR 700 Wis. Admin. Codes.

The bid Commerce selects to determine the least costly method of remedial action will be the least costly qualified bid. Commerce will rank the bids solely on the basis of cost. Evaluation of bids will continue until the least costly qualified bid is identified. Submittals from an individual or firm during their period of disqualification from bidding, submittals received late and for submittals without a certified commitment (performance assurance and/or signature) will not be considered as bids. Commerce may disqualify a bid for the following reasons:

- Requirements of the bid specifications have not been met.
- The remedial strategy is not appropriate to the geologic setting.
- A Total Bid Amount is insufficient to fund the activities described in the bid specifications.

Commerce reserves the right to reject any and all bids.

Any proposed technology or methods used in the remediation must be allowed for use in the State of Wisconsin and approvable by the agency with jurisdiction (Natural Resources or Commerce).

The bidder Commerce intends to select may be required to provide input to and attend a meeting with the PECFA program and the claimant to explain the bid and remedial approach.

If a bid is disqualified, Commerce will provide written notification to any individual or firm that submitted a disqualified bid. The notification shall specify the reasons for the disqualification, and inform the individual or firm of their right to protest or appeal the decision. If a bid is more costly than the bid Commerce intends to select, the bid will not be reviewed.

The *Notice of Intent* will identify the least costly bid, disqualified bid(s) and bid(s) not reviewed. The *Notice of Intent* will be sent to the RP and will be posted on PECFA's Internet Web site.

#### **SECTION 4 - Instructions to Bidders**

Between the bid start and end dates, bidders shall not discuss or attempt to negotiate any aspects of the bid with the RP, other potential bidders or program staff without prior approval of the Bid Manager identified in Section 1. Infractions will result in rejection of the violator's bid and may result in a formal complaint being filed with the Department of Regulation and Licensing.

If access to the site is necessary for the preparation of a bid, access shall be arranged through the Bid Manager. If the Bid Manager is not able to arrange site access, this will not delay the bid process nor negate the comparison and selection from among the bids submitted. All costs associated with a site visit or preparation of a bid will be the bidder's responsibility.

The Bidding Process must conform to the following:

1. The Bid Response shall address all the site-specific bid requirements identified in Section 2.
2. The total bid amount to accomplish the stated goal must include all fees, reporting costs, pre- and post-closure costs and costs for establishing restrictions or institutional controls, when applicable (interest costs are excluded).
3. The submittal must include a copy of the Bid Response document signed by a Professional Engineer, Professional Geologist, Hydrologist or Soil Scientist licensed by the State of Wisconsin. The appropriate registration number of the professional license must be included. Registration requirements are listed in Comm 5.
4. Bids *cannot* be faxed directly to the program. Documents received by fax will not be considered.
5. Bids, amendments thereto or withdrawal requests must be received by 4 pm on the bid end date.
6. The consulting firm's name must be included and all pages of the Bid Response.
7. All costs must be printed (ink, typewritten or computer). Errors must be crossed out, corrections entered and initialed by the person signing the bid. Correction fluid is not allowed. No bid shall be altered or amended after the time specified for the bid end date.
8. Each bidder shall fully acquaint themselves with conditions relating to the scope and restrictions attending to the execution of the work under the conditions of this bid. The failure of a bidder to acquaint themselves with existing documented conditions shall in no way relieve any obligation with respect to this bid.
9. All amendments to and interpretations of this bid shall be in writing from the Bid Manager. Neither Commerce nor the program shall be legally bound by any amendment or interpretation that is not in writing.
10. This bid is intended to promote competition. If the language, specifications, terms and conditions, or any combination thereof restricts or limits the requirements in this bid to a single source, it shall be the responsibility of the interested bidders to

notify the program in writing so as to be received five days prior to the opening date. The bid may or may not be changed; however a review of such notification will be made prior to award.

### **SECTION 5 - Bidder Disqualification**

Commerce may disqualify from public bidding any individual or firm that has committed any of the following (Comm 47.67 (1) (a)):

- 1) Failed to complete the scope of work within the reimbursement cost cap established through public bidding.
- 2) Failed to complete the scope of work in a bid in a timely manner.
- 3) Failed to follow DNR rules on the bid project.
- 4) Received one or more notices from Commerce under s. Comm 47.62 (2) that assess the financial management of an investigation as unacceptable.
- 5) In any prior occurrence that has been publicly bid, failed to do either of the following:
  - a. Pay subcontractors after receiving payment for them.
  - b. Obtain lien waivers on or before the date of the final payment by the RP or the PECFA program, from all subcontractors paid under subd. 5. a.
- 6) Failed to execute a contract with the RP as required in s. Comm 47.69 (1).
- 7) Failed to commence work within 45 days after executing a contract, as required in s. Comm 47.69 (3).

Commerce may disqualify any individual or firm from performing further work on a project if the individual or firm has not completed any of the six reporting points required in Comm 47.70 and outlined in Section 2 of this bid document. Commerce will review and address the issue as stated in Comm 47.70 (4).

**BID RESPONSE**  
**(1<sup>st</sup> Page)**

Department of Commerce PECFA Program

**SITE NAME: North Shore Bank**  
**COMMERCE #: 54235-1703-25**  
**BRRTS #: 02-15-305029**

Submit Bid Response To: Cathy Voges  
Public Bid Response  
Department of Commerce PECFA Bureau  
201 W Washington Ave, Madison WI 53703-2790 or  
PO Box 8044, Madison WI 53708-8044

Consulting Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: (     ) - \_\_\_\_\_

Fax Number: (     ) - \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Bidder (check one that applies):

<input type="checkbox"/>	Professional Engineer	License # _____
<input type="checkbox"/>	Professional Geologist	License # _____
<input type="checkbox"/>	Hydrologist	License # _____
<input type="checkbox"/>	Soil Scientist	License # _____



Use this box to certify (by marking with a check or X) a commitment to complete the work described in the bid specifications in its entirety for the Total Bid Amount proposed below. Failure to provide this performance assurance will disqualify this bid response. Providing unsolicited qualifications and/or contingency statements in your bid submittal will disqualify the bid response.

Total Bid Amount: \$ \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

I certify that I have the authority to commit my organization or firm to the performance of the bid I have submitted.

Signature: \_\_\_\_\_

Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04(1)(m)].

**BID RESPONSE**  
**(2<sup>nd</sup> Page)**

Department of Commerce PECFA Program

**SITE NAME: North Shore Bank**  
**COMMERCE #: 54235-1703-25**  
**BRRTS #: 02-15-305029**

**Consulting Firm Name:** \_\_\_\_\_

A bid will be considered to be non-compliant if the bid response does not include separate tabulation of cost for each activity.

1	Install one monitoring well	\$	
2	Install four piezometers	\$	
3	Monthly free product measurement/abatement	\$	
4	Number of abatement events		5
5	Total abatement costs (row 3 x row 4)	\$	
6	Initial groundwater monitoring event – new well (include analytical costs)	\$	
7	Initial groundwater monitoring event – existing wells (include analytical costs)	\$	
8	Number of existing wells		7
9	Total monitoring costs for existing wells (row 7 x row 8)	\$	
10	Initial groundwater monitoring event – new piezometer (include analytical costs)	\$	
11	Number of new piezometers		4
12	Total monitoring costs for new piezometers (row 10 x row 11)	\$	
13	Initial groundwater monitoring event – existing piezometer (include analytical costs)	\$	
14	Number of existing piezometers		2
15	Total monitoring costs for existing piezometers (row 13 x row 14)	\$	
16	Initial total groundwater monitoring total (row 6 + row 9 + row 12 + row 15)	\$	
17	Second groundwater monitoring cost (include analytical costs)	\$	



18	Total number of wells and piezometers		14
19	Second total groundwater monitoring cost (row 17 x row 18)	\$	
20	Documentation (reports, correspondence, etc.)	\$	
21	Investigative waste disposal (cuttings and groundwater)	\$	
22	PECFA Claim Preparation	\$	
23	Total Bid Amount	\$	